

No: Y73-936

Title: I Care – We Care (Safety and Health Concerns)

Revision: 08/14/2003

This document provides the information for BWXT Y-12 employees, subcontractors, and visitors to submit safety and health concerns, suggestions, and near-misses.

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**BWXT Y-12, L.L.C.**  
**Management Requirements**

Number: Y73-936  
Revision: 08/14/2003  
Supersedes: 11/01/2000  
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BWXT Y-12  
Procedure

Subject: I Care – We Care (Safety and Health Concerns)

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10/27/03  
Effective Date

**Concurrence:**

This document has completed the management requirements process.

S. G. Brown 10/23/03  
Requirements Management

This document has been reviewed by an Authorized Derivative Classifier and UCNI Reviewing Official and has been determined to be UNCLASSIFIED and contains no UCNI.  
This review does not constitute clearance for public release.

P. A. Porter 10/17/03  
Signature and Date

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**REVISION LOG**  
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<b>Revision Date</b>	<b>Description of Change</b>	<b>Pages Affected</b>
08/14/03	DM/R 02-ESH-46  Revision to reformat for BWXT Y-12 procedure requirements and complete rewrite to include the following: <ul style="list-style-type: none"><li>• Revised section headings</li><li>• Added reference documents</li><li>• Changed name of Organization or Division Manager</li><li>• Revised requirements</li><li>• Deleted items from Instructions of Directorate, Initiator, Supervisor, We Care Committee</li><li>• Added definitions</li><li>• Added Source Documents</li><li>• Replaced Appendix B</li></ul>	All
11/01/2000	Blue Sheet accepted.	All
01/21/99	PM/R 98-ESH-69  Intent Revision to extend applicability to all BWXT Y-12 employees; reference document per Y10-135 and MS42-WG; and to update source document listing.	All
04/29/98	Modified “SCOPE” to clarify that EO-156, Employee Concerns Response Program, may also be utilized to report safety and health concerns, if preferred.	4
04/20/98	Changed Procedure number from Y70-936INS to Y73-936INS	Headers

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## 1. PURPOSE

This document provides the information for BWXT Y-12 employees, subcontractors, and visitors to submit safety and health concerns, suggestions, and near-misses. The primary objective of BWXT Y-12 safety culture is to systematically integrate safety and health into management and work practices at all levels to accomplish our missions while protecting the public, workers, and environment.

The I Care – We Care (IC – WC) Program provides a process for employees to identify health and safety concerns or improvements without fear of retaliation or retribution. A company We Care (WC) Committee, which is comprised of worker representatives and the safety and health organizations, evaluates these concerns to determine the organization responsible for corrective action and resolution.

Stop work authority shall be utilized in accordance with Y73-001PD, *Industrial Safety Program*, for concerns considered a threat to the safety and health of personnel. Near - misses should be immediately reported to supervision, investigated, and evaluated to determine reportability.

## 2. APPLIES TO

This instruction applies to all BWXT Y-12 employees, subcontractors, and visitors and establishes the I Care – We Care Program for BWXT Y-12.

## 3. OTHER DOCUMENTS NEEDED

- Y73-001PD, *Industrial Safety Program*
- Y11-617, *No More Surprises*

## 4. PROCESS DESCRIPTION

The BWXT Y-12 WC Committee acts as a liaison between the concern initiator and the organization manager or facility manager responsible for the corrective action. Each concern is assigned to a WC Committee member to be the contact person. Within three business days of review, the member will contact the concern initiator. The WC Committee member will remain in contact with the initiator and his/her supervisor and receive updates every 30 days or as changes occur. This information will be forwarded by the member to the concern initiator and the IC – WC Program Director.

When a resolution has been developed to the satisfaction of the issue initiator and the responsible organization, the issue will be deemed “Resolved.” When the work involved has been completed, the issue will be deemed “Closed.” The WC Committee has final say on whether a concern has been adequately addressed and should be closed.

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## **5. WHAT TO DO**

### **A. Division Manager**

1. Appoint members to serve on the WC Committee as requested by the WC Committee.
2. Support the WC Committee in addressing employee safety and health concern.
3. Resolve concerns referred by WC Committee.

### **B. Initiator**

1. Work with supervisor/WC Committee contact to determine necessary action for resolving issue or concern.

### **C. WC Committee**

1. Recommend suitable level of representation from appropriate Division Managers.
2. Direct concern to responsible person (e.g., manager or designee) to develop and/or implement corrective actions.
3. Designate WC Committee member to contact responsible person and initiator regarding assignment. Initiator should be contacted within three working days of concern review and informed of status. For concerns initiated by visitors, the visitor's sponsor/escort will be the point of contact.
4. Work with initiator and responsible person to identify an appropriate corrective action.
5. Track concerns from assignment to closure using Appendix B, Evidence File Checklist (UCN-21235).
6. Disseminate information (e.g., Lessons Learned) to other applicable organizations, as required.
7. Provide additional feedback on status to initiator every 30 days or more frequently if information becomes available.
8. Refer concerns greater than 30 days old to initiator's Division Manager for resolution.
9. Contact initiator to ensure they have been notified of closure.

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**D. Bargaining Units**

1. Designate members to serve on the WC Committee as requested by the Committee.

**E. Environment, Safety, and Health Organization**

1. Appoint IC – WC Program Lead to chair WC Committee.

**6. RECORDS**

Records generated as a result of this procedure are maintained in accordance with BWXT Y-12 records management practices and established retention disposition schedules.

Evidence File Checklist (UCN-21235)  
Lessons Learned

**7. SOURCE DOCUMENTS**

- RUID 10444
- RUID 10445
- RUID 10446
- RUID 10452

**APPENDIXES**

Appendix A. Acronyms and Definitions  
Appendix B. Evidence File Checklist

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**APPENDIX A**  
**Acronyms and Definitions**  
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**Acronyms**

IC – WC     I Care – We Care

**Definitions**

Closed (concern) – A concern for which the resolution has been implemented and work completed.

Resolved (concern) – A concern for which the initiator and the WC Committee have agreed upon a resolution but has not been implemented.

WC Committee – A committee comprised of worker representatives and safety and health personnel. The WC Committee evaluates employee concerns for corrective action and resolution.



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**Appendix B**  
**Evidence File Checklist**  
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**EVIDENCE FILE CHECKLIST**

**FOR USE WITH Y11-617**

• CONCERN TRACKING NUMBER:

• EMPLOYEE NAME:

• DATE CONCERN RECEIVED:

• CONCERN FORM:

• INVESTIGATOR OF CONCERN:

• CATEGORY FOR DISTRIBUTION/HANDLING:

◦ ENVIRONMENTAL SAFETY & HEALTH (ES&H):

◦ EQUAL OPPORTUNITY/CONCERNS:

◦ HUMAN RESOURCES (HR):

◦ PUBLIC AFFAIRS:

◦ OTHER:

• CONCERN CLARIFIED/VERIFIED:

• ACTIONS COMPLETION VERIFIED WITH ENCLOSED DOCUMENTED EVIDENCE:

• MAINTENANCE JOB REQUEST (MJR) NUMBER (IF APPLICABLE):

• INTERVIEW NOTES:

• DOCUMENTED WALKDOWN (IF APPLICABLE):

• TIMELINE (IF APPLICABLE):

• CORRESPONDENCE (E-MAILS, REPORTS, SURVEY, ETC.):

• ADC/UCNI (IF APPLICABLE) (BY WHOM):

• LEGAL REVIEW (IF APPLICABLE) (BY WHOM)

• DATE(S) OF EMPLOYEE CONTACT:

• CLOSURE DATE AND WITH WHOM:

• CLOSED WITHIN 30 DAYS:

☐ YES ☐ NO

SIGNATURE

DATE